21st CCLC Request for Staff to Work Additional Hours

Purpose for Additional Hours (check one):

- ❑ Pre-program planning
- ❑ After-program clean-up
- ❑ Field Trips (outside of standard program hours)
- ❑ Professional Development (outside of contracted hours)

Grantee Information	
Name of Subgrantee (LEA or CBO)	
Site Name	

Requirements

- The employee is not being paid for any other work at the indicated time.
- The allotment of total additional hours worked will be 20 or less.
- **A brief justification for the need for additional hours, along with a brief description of the hours that will be worked and the duties that will be performed, is attached.**
- Personnel Activity Reports (PAR) will reflect additional hours and will be provided upon request.

Completed by Subgrantee Program Director	
Staff Member (s) Name(s)	
Staff Member(s) Position(s)	
Program Director Name	
Program Director Signature:	
Date:	

Completed by ALSDE	
Date Received:	
ALSDE Signature:	

Updated 8/2026

- ❑ Approved
- ❑ Not Approved